

**County of Santa Clara**  
**Emergency Medical Services Agency**

Public Health Department  
645 South Bascom Avenue  
San Jose, California 95128  
(Tel) 408.885.4250  
(Fax) 408.885.3538



**EMPLOYMENT OPPORTUNITY**

**Medical-Health Contractor**  
**Medical Volunteers for Disaster Response (MVDR)/**  
**Medical Reserve Corp (MRC)**  
**Operations Officer**  
(Classification: Part-Time Contractor)

*Recruitment Scheduled to Close on November 3, 2008*

**Salary Hourly Equivalent:** Approximately \$ 50.00 – \$60.00  
**Approximate Hours Per-Week:** 08 - 20

This position is a 100% grant-funded contract position that will expire upon use of allocated funds and/or project completion. It is anticipated that the position will remain funded for 18-24 months. Reporting to the EMS Planning Coordinator, the MVDR Operations Coordinator will oversee NIMS/SEMS compliance activities of the Medical Volunteers for Disaster Response (MVDR)/Medical Reserve Corps (MRC), assure operational readiness, and serve as a liaison between the Public Health Department and team.

The Operations Coordinator will be expected to work weekdays, weekends, nights, and odd hours to accomplished project objectives. It is anticipated that at least one day will be spent working in the EMS Agency office weekly, in addition to training and exercise hours. Various duties will occur in the outdoors and/or may require travel to various training sites and exercise.

**Duties and Areas of Responsibility**

- Insures that the MRC is NIMS/SEMS complaint and meets federal MRC training guidelines.
- Develops and conducts training sessions for team members. Including:
  - Providing at least four different training modules (not including self-study programs) per-year. The programs shall be offered no less than two times per-month on nights and weekends.
  - Holding at least one functional exercise each year.
- Develop and exercise team alerting and deployment operations.
- Recruit additional team members.
- Serve as a liaison between the team and the County.

- Assure regular communication with all team members (updates, initiatives, training opportunities, etc.).
- Develop and implement team operational procedures.
- Attend local, regional, and/or state meetings related to the role of the MRC in medical-health operations.
- Establish and implement a NIMS/SEMS approved command structure for the team.
- Conduct monthly electronic notification exercises for all team members.
- Serve as a Technical-Reference Specialist related to the roles and responsibilities of the MRC.
- Assist the Medical-Health Branch of the County EOC, Public Health Department Emergency Operations Center, and/or Medical-Health personnel as directed, with the management of medical-health emergencies and implementation of protective actions.
- Assist in the development of a Countywide MRC Committee as directed.

**Qualifications:**

The ideal candidate will have education and experience in the provision of emergency medical services, public safety services, or emergency management work. This must include a minimum of one (1) year of emergency/disaster planning or response experience; or equivalent experience in a public or private health care or regulatory organization; and may include certification/licensure as an EMT-I, paramedic or equivalent. A strong working knowledge of the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and knowledge of the federal Medical Reserve Corps program is strongly desired.

*The ideal candidate is an active emergency service provider, who is seeking part-time and limited-term consulting/contract work.*

**Selection Process:**

After a review of submitted materials, a panel interview will be conducted for the most qualified candidates. If necessary, an additional interview may be scheduled with the highest scoring candidates from the first round of interviews.

Those offered a contract will be required to complete a background check through the Live Scan System operated by the California Department of Justice prior to agreement execution. The County may reject any applicant based on the content of the background check without notification to the applicant.

**To Apply:**

Interested parties should provide a cover letter and current resume/curricula vitae to Kirsten Muehlenberg via email at [Kirsten.Muehlenberg@hhs.sccgov.org](mailto:Kirsten.Muehlenberg@hhs.sccgov.org). Please also refer any questions to Ms. Muehlenberg at 408-885-3746.

**Announcement Date:** October 16, 2008  
**Closing Date:** November 3, 2008

